Step by Step Instruction:
How to Apply for an Extension in Provision 2 or Provision 3

Professional Standards Learning Code: 3110
Length: 1 hour

Objectives

This training will provide instructions in how to apply for an extension for Provision 2 or 3.

- Define the term *Extension.*

- Review the Extension application, where to access it, and application deadlines.

- Provide examples of how to calculate socioeconomic data with unemployment data and Direct Certification data.
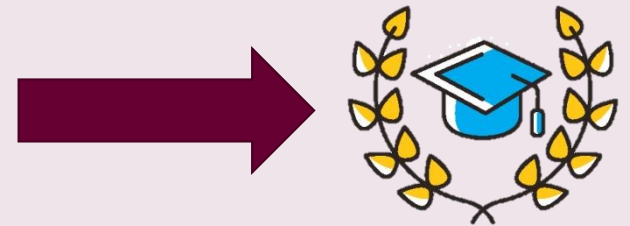
Extensions

Special Assistance Cycle

- Special Assistance Provision 2 and 3 use base year data for their non-base year claims. Provision 2 cycles use base year data for the following 3 years and Provision 3 cycles use base year data for the following 4 years.

- At the end of each special assistance cycle, the School Food Authority may:
  - return to regular claiming
  - participate in Community Eligibility Provision
  - conduct another base year or;
  - continue to claim with their original non base year data per the approval of the Arizona Department of Education (ADE) for an extension.

Comprehension Check Questions

Comprehension Check Questions

- Throughout this guide there will be comprehension quiz questions to test your knowledge and help you apply what you're learning.

- Be sure to review these quiz questions and the answers, available within the guide.

- This icon will indicate a comprehension quiz question, and the background of the slides will be a light purple like you see on this slide.

How to Apply for an Extension in Provision 2 or Provision 3

The Step by Step Instruction will review:

Extension

What is an Extension?

Approval per Arizona Department of Education (ADE) to operate an additional four non-base years using your original base year data after your Special Assistance cycle has ended.

Provision 2 Cycle

Example Provision 2 Cycle with Extension		
YEAR 1	2010-2011	BASE YEAR*
YEAR 2	2011-2012	1st Non-Base Year
YEAR 3	2012-2013	2nd Non- Base Year
YEAR 4	2013-2014	3rd Non-Base Year
Year 1 of Extension	2014-2015	1st Non Base Year due to Extension
Year 2 of Extension	2015-2016	2nd Non Base Year due to Extension
Year 3 of Extension	2016-2017	3rd Non Base Year due to Extension
Year 4 of Extension	2017-2018	4th Non Base Year due to Extension

Provision 3 Cycle

Example Provision 3 Cycle with Extension		
YEAR 1	2010-2011	BASE YEAR*
YEAR 2	2011-2012	1st Non-Base Year
YEAR 3	2012-2013	2nd Non- Base Year
YEAR 4	2013-2014	3rd Non-Base Year
YEAR 5	2014-2015	4th Non-Base Year
Year 1 of Extension	2015-2016	1st Non Base Year due to Extension
Year 2 of Extension	2016-2017	2nd Non Base Year due to Extension
Year 3 of Extension	2017-2018	3rd Non Base Year due to Extension
Year 4 of Extension	2018-2019	4th Non Base Year due to Extension

Extensions

ADE Approval

- ADE may approve an extension if the income level of the school's population, as adjusted for inflation, has <u>remained stable, declined or had only negligible improvement</u> since the base year.

- Negligible improvement: an improvement in the base year income level of the school's population that is **5% or less, as adjusted for inflation.**

- If approved, the SFA is granted a four year extension.

Who can Apply for an Extension?

Apply for an Extension

Who would want to apply for an Extension?

Schools participating in Special Assistance Provision 2 or 3 that feel their socioeconomic status of their population has not significantly changed from their base year. For example, if that school did another base year, the school would establish around the same Free/Reduced/Paid claiming percentages as their original base year.

Apply for an Extension

Who is eligible to apply for an extension?

A school operating Provision 2 or 3 who:

- Are in their second last non-base year; and

- Have complied with all requirements of participating in Special Assistance such as retaining all base year records.*

Note-All original data used to establish base year percentages must be retained for the duration of the cycle, plus all extensions, plus 5 years. If original data (i.e. DC match lists) cannot be found or located, this would mean you are out of compliance with the provision and must either return to normal NSLP operation, or apply for a new base year.

Comprehension Check Questions

How many years are granted for an extension?

A.   2 years

B.   4 years

C.   3 years

D.   5 years

Comprehension Check Questions

How many years are granted for an extension?

A. 2 years

B. **4 years**

C. 3 years

D. 5 years

If approved, the SFA is granted a 4 year extension to continue operating under a non-base year.

Special Assistance Extension Application

Apply for an Extension

When do I apply for an Extension?

The application is a two-part process:

- *May 1st of the second to last non-base year: Request for an Extension*
- *March 1st of the last non-base year: Submit supporting socioeconomic data*

Example: Special Assistance Provision 2 Sponsor

Year 1 (base year)	Year 2 (non-base year)	Year 3 (non-base year)	Year 4 (non-base year)	Year 5 (First Non-Base Year of Extension)
		DUE May 1st: Request for an Extension on Special Assistance	DUE March 1st: Extension Calculation Worksheet and Supporting Data	
Program Year: 2011 (2010-2011)	Program Year: 2012 (2011-2012)	Program Year: 2013 (2012-2013)	Program Year: 2014 (2013-2014)	Program Year: 2015 (2014-2015)

Apply for an Extension

Where do I find the Extension Application?

There is a Special Assistance Extension Application Packet on the Special Assistance webpage http://www.azed.gov/health-nutrition/special-assistance/*.*

Extension Application Packet (3 pages)

Page 1:
Explains the two-part application

Page 2:
Request the Extension
Due in second to last non-base year

Page 3:
Extension Calculation Worksheet
Due in last non-base year

State of Arizona
Department of Education

How to Apply for an Extension for Special Assistance Provision 2 or 3

There are two parts of the application for an extension. Sponsors applying must complete each part and submit to ADE by the required due date.

#1. DUE MAY 1st of your second to last non-base year

- **Request for an Extension on Special Assistance** – Form indicating which sites are requesting an extension and indicating how the socioeconomic data will be collected next year (i.e. Direct Certification or Unemployment rates).

#2. DUE MARCH 1st of your last non-base year

- **Extension Calculation Worksheet** – Form with socioeconomic data calculations.
- **Socioeconomic Data** – Data (Direct Certification or Unemployment data) printed off that supports the calculations on the Extension Calculation Worksheet. Please ensure that the selection matches what was indicated on your Application for Extension due last May 1st.

Example: Special Assistance Provision 2 Sponsor

Year 1 (base year)	Year 2 (non-base year)	Year 3 (non-base year)	Year 4 (non-base year)	Year 5 (First Non-Base Year of Extension)
		DUE May 1st: Request for an Extension on Special Assistance	DUE March 1st: Extension Calculation Worksheet and Supporting Data	
Program Year: 2011 (2010-2011)	Program Year: 2012 (2011-2012)	Program Year: 2013 (2012-2013)	Program Year: 2014 (2013-2014)	Program Year: 2015 (2014-2015)

Page 1 of the Application Packet
Instruction page for the packet. Please read through this page to understand the different due dates.

Page 2 of the Application Packet

In your *second to last non base year*, complete and submit this form to ADE by May 1st.

Choosing Socioeconomic Data Socioeconomic data must be reflective of the school's population and must directly correspond to the area covered under the school's attendance area. You may use unemployment data or Direct Certification percentages.

Arizona Department of Education
Request for an Extension on Special Assistance
DUE: May 1st of the second to last non base year

Please review the Special Assistance Guidance Manual. After reviewing the manual, if you would like to apply for an extension on Special Assistance Program, please complete this application. Once completed, submit the application to the Arizona Department of Education, Child Nutrition Programs for review, no later than May 1st of the second to last non base year. Please note that this application is not approved until you receive an official letter of approval from this department.

Sponsor Name:	CTD#
Contact/Title:	Phone #:

1. Indicate the Special Assistance Provision (2 or 3) that is currently being operated:_____
2. Indicate the number of special assistance sites that are being operated: _____

Please attach on School District Letterhead a list of all sites. Please indicate the fields listed below.

NAME OF SCHOOL	BASE YEAR	BREAKFAST (B), LUNCH (L), OR BOTH (BL)

3. Please indicate the approved socioeconomic data that will be submitted to the Arizona Department of Education. Data submitted must be from the base year and the last non-base year. All data must be submitted by **March 1st** of the last non-base year.

Socioeconomic Data Source (select one)	BASE YEAR	LAST NON-BASE YEAR
Unemployment Data ☐ or Direct Certification percentages ☐		

I CERTIFY that the information in this application is true, and that I agree to carry out the terms of the agreement to operate the Special Assistance Program. I understand that this information is given in connection with the receipt of federal funds and that deliberate misinterpretation may be subject to prosecution under applicable federal statutes. I ensure that the socioeconomic data indicated above will be submitted to ADE no later than March 1st of the last non base year of the cycle.

Print name (authorized signatory) _____

Signature: _____ Date:_____

FOR OFFICE USE ONLY

Page 3 of the Application Packet.
In your *last non-base year*, complete and **submit this form along with supporting data** to ADE by March 1ˢᵗ.

The form shown:

Arizona Department of Education
Extension Calculation Worksheet
DUE: March 1ˢᵗ of the last non-base year

Sponsor Name:	CTD#:
Contact/Title:	Phone #:

Please indicate the approved socioeconomic data that you are submitting to the Arizona Department of Education. Data submitted must be from the base year and the last non-base year. All data must be submitted by March 1st of the last non-base year. Please ensure that the selection below matches what was indicated on your extension application from last year.

Socioeconomic Data Source (select one)	BASE YEAR	LAST NON-BASE YEAR
Unemployment Data ☐ or Direct Certification percentages ☐		

Calculation for Socioeconomic Data Using Unemployment Data

Step	Formula	Sponsor's answer
Step 1: Calculate the difference in unemployment from the base year and the last non-base year.	$Unemployment\ rate\ from\ the\ non\ base\ year - unemployement\ from\ base\ year$	
Step 2: Calculate the percent change in unemployment from the base year to the last non-base year.	$\frac{(Non\ base\ year\ \% - base\ year\ \%)}{Base\ year\ \%} \times 100$	
*Has the income level **improved** by 5% or more? (Yes or No)		
(Improved= Less unemployment)		

*Example: If the unemployment rate in the base year is 78% and in the last non-base year is 70%, the percent change would be improved by 10.25%, which would the answer to the question above 'yes'. In this example, the site would not be eligible for an extension based on Unemployment Data.

Calculation for Socioeconomic Data Using Direct Certification Percentages

Step	Formula	Sponsor's answer
Step 1: Calculate percentage of students with access to free meals through Direct Certification from the **base year.**	$\frac{Number\ of\ students\ directly\ certified}{Total\ Enrollment}$	
Step 2: Calculate percentage of students with access to free meals through Direct Certification from the **last non-base year.**	$\frac{Number\ of\ students\ directly\ certified}{Total\ Enrollment}$	
Step 3: Calculate the percent change.	$\frac{(Non\ base\ year\ \% - base\ year\ \%)}{Base\ year\ \%} \times 100$	
*Has the income level **improved** by 5% or more? (Yes or No)		
(Improved= less children matching in Direct Certification)		

*Example: If the percentage of students directly certified in the base year is 71.4% and in the last non-base year is 68%, the percent change would have improved by 4.76%, which would make the answer to the question above 'no'. In this example, the site would be eligible for an extension based on the Direct Certification percentages.

Choosing Socioeconomic Data Refer back to the page 2 (Request for an Extension submitted in May of your second to last non-base year.) Make sure the same socioeconomic data box is checked.

Use this table to complete your calculation if you are using unemployment rates.

Use this table to complete your calculation if you are using Direct Certification percentages.

Comprehension Check Questions

What are the due dates for the both parts of the Special Assistance Application for an Extension?

A. Both parts are due March 1st of your last non-base year.

B. Notification is due May 1st of your second to last-non base year and the submission of data is due March 1st of your last non-base year.

C. Notification is due March 1st of your last non-base year, submission of data is due May 1st of your last non-base year.

Comprehension Check Questions

What are the due dates for the both parts of the Special Assistance Application for an Extension?

A. Both parts are due March 1st of your last non-base year.

B. **Notification is due May 1st of your second to last-non base year and the submission of data is due March 1st of your last non-base year.**

C. Notification is due March 1st of your last non-base year, submission of data is due May 1st of your last non-base year.

In order to apply for an extension, SFAs must submit a Notification that they are going to apply for an extension by May 1st of your second to last non-base year. The next program year (last non-base year), SFAs will submit data by March 1$^{st.}$

Calculating Socioeconomic Data

Extension Application Page 3

Calculating Socioeconomic Data

There are two different ways to calculate socioeconomic data:

1. Unemployment Data

2. Direct Certification Data

The following slides will review the different data sources to help you determine which method works best for your organization.

Calculating Socioeconomic Data

Using Unemployment Data

Extension Application Page 3

Arizona Department of Education
Extension Calculation Worksheet
DUE: March 1st of the last non-base year

Sponsor Name:		CTD#
Contact/Title:		Phone #:

Please indicate the approved socioeconomic data that you are submitting to the Arizona Department of Education. Data submitted must be from the base year and the last non-base year. All data must be submitted by March 1st of the last non-base year. Please ensure that the selection below matches what was indicated on your extension application from last year.

Socioeconomic Data Source (select one)	BASE YEAR	LAST NON-BASE YEAR
Unemployment Data ☐ or Direct Certification percentages ☐		

Calculation for Socioeconomic Data Using Unemployment Data

Step	Formula	Sponsor's answer
Step 1: Calculate the difference in unemployment from the base year and the last non-base year.	$\text{Unemployement rate from the non base year} - \text{unemployment from base year}$	
Step 2: Calculate the percent change in unemployment from the base year to the last non-base year.	$\frac{(\text{Non base year \%} - \text{base year \%})}{\text{Base year \%}} \times 100$	
*Has the income level **improved** by 5% or more? (Yes or No) (Improved= Less unemployment)		

*Example: if the unemployment rate in the base year is 78% and in the last non-base year is 70%, the percent change would be improved by 10.25%, which would the answer to the question above 'yes'. In this example, the site would not be eligible for an extension based on Unemployment Data.

Calculation for Socioeconomic Data Using Direct Certification Percentages

Step	Formula	Sponsor's answer
Step 1: Calculate percentage of students with access to free meals through Direct Certification from the base year.	$\frac{\text{Number of students directly certified}}{\text{Total Enrollment}}$	
Step 2: Calculate percentage of students with access to free meals through Direct Certification from the last non-base year.	$\frac{\text{Number of students directly certified}}{\text{Total Enrollment}}$	
Step 3: Calculate the percent change.	$\frac{(\text{Non base year \%} - \text{base year \%})}{\text{Base year \%}} \times 100$	
*Has the income level **improved** by 5% or more? (Yes or No) (Improved= less children matching in Direct Certification)		

*Example: If the percentage of students directly certified in the base year is 71.4% and in the last non-base year is 68%, the percent change would have improved by 4.76%, which would make the answer to the question above 'no'. In this example, the site would be eligible for an extension based on the Direct Certification percentages.

Page 3 of the Application Packet.

Using Unemployment Data
- Find unemployment percentages of your county in the current year and of your base year.
- Calculate the percent change by plugging in your values on the Extension Calculation Worksheet.

Using Unemployment Data

Using Unemployment Data

1. Go to: http://data.bls.gov/map/

2. On webpage, click on the tab **Counties**
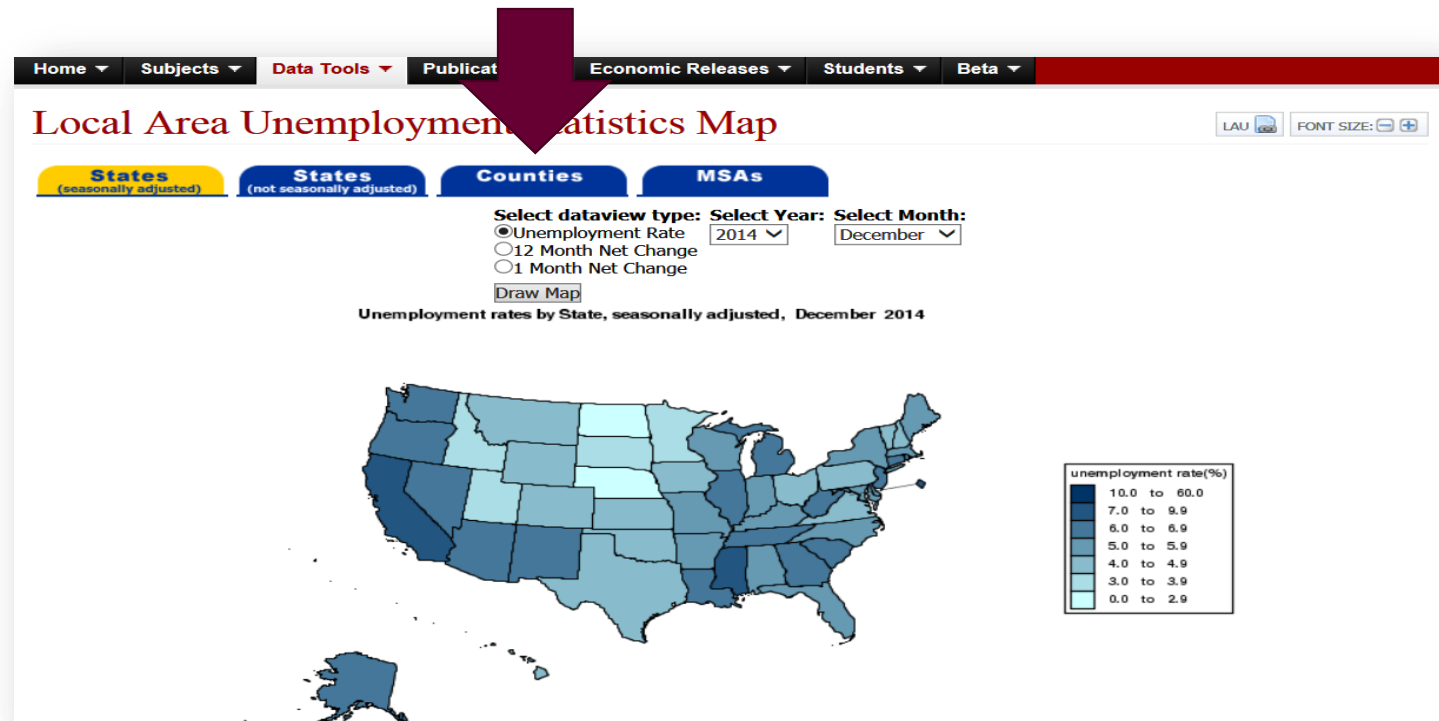
Using Unemployment Data

3. Using the dropdown, select Arizona.

4. Using the dropdowns to the right, select the year and month of this current school year.

    Choose the same month from your base year and current year to compare unemployment rates.

    For example: if you choose unemployment data from November of the current year; you must find unemployment data from November of your base year.

5. Click **Draw Map**
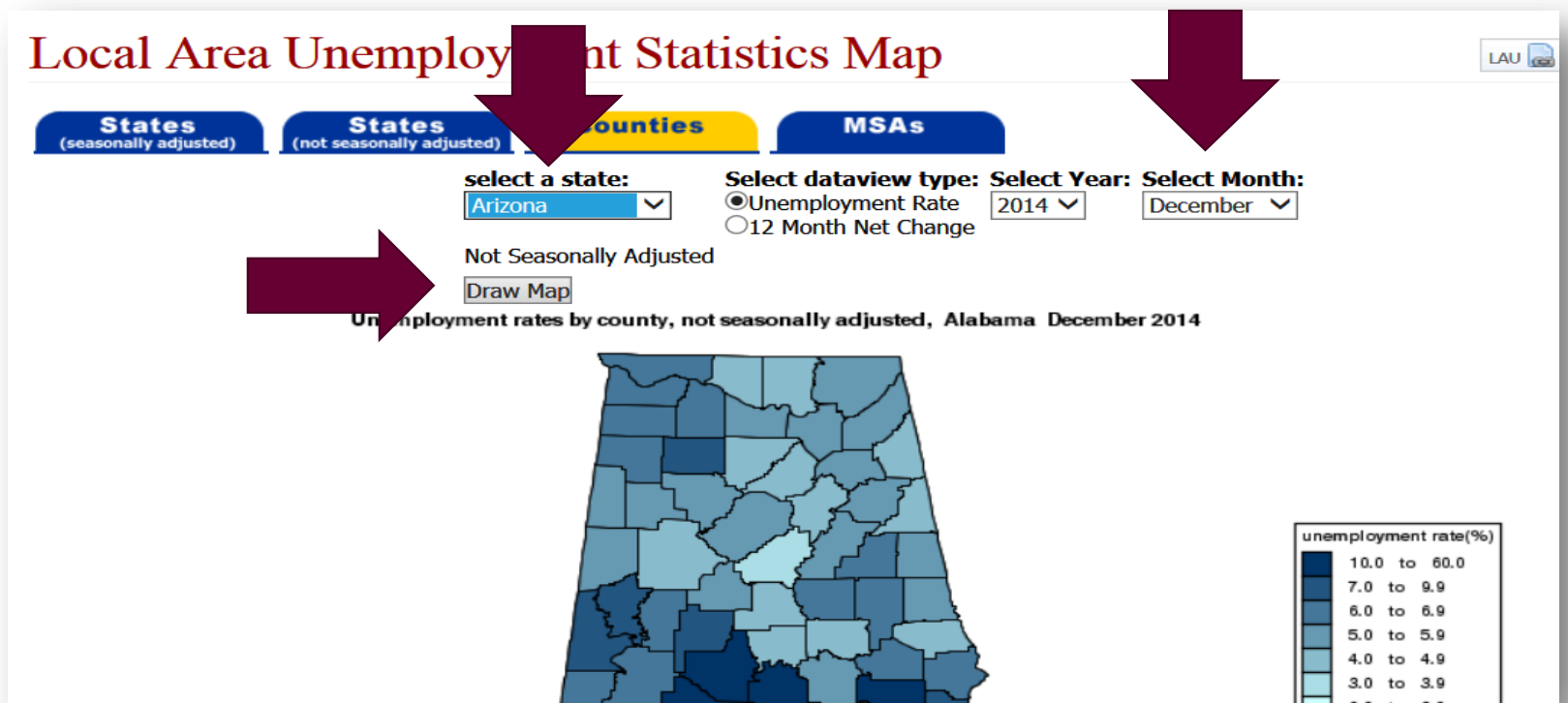
Using Unemployment Data

5. Find your county and the unemployment percentage.

6. <u>Print</u> this page for your records and for the backup documentation you are required to submit with the packet.
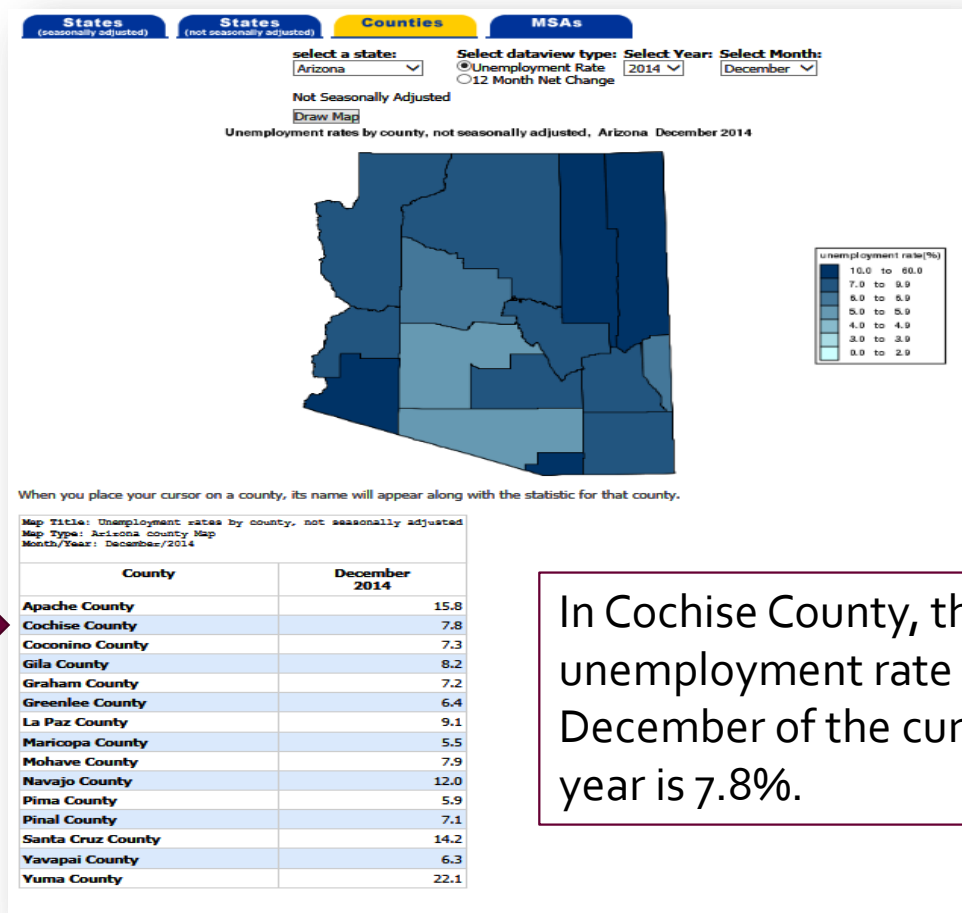
In Cochise County, the unemployment rate in December of the current year is 7.8%.

Using Unemployment Data

7. Change the year at the top of the page to the year of your <u>base</u> year. Do not change the month. Then click *Draw Map.*
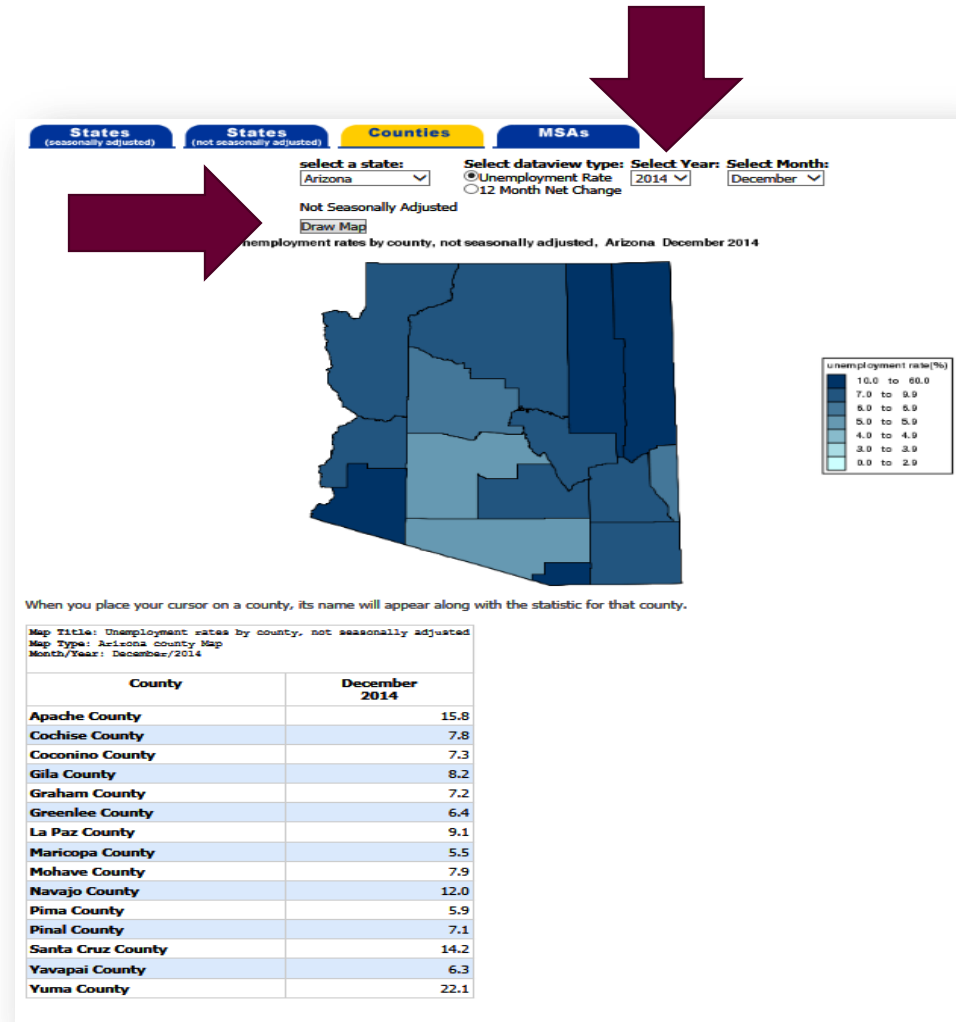
Using Unemployment Data

8. Find your county and the unemployment percentage.

9. Print this page for your records.
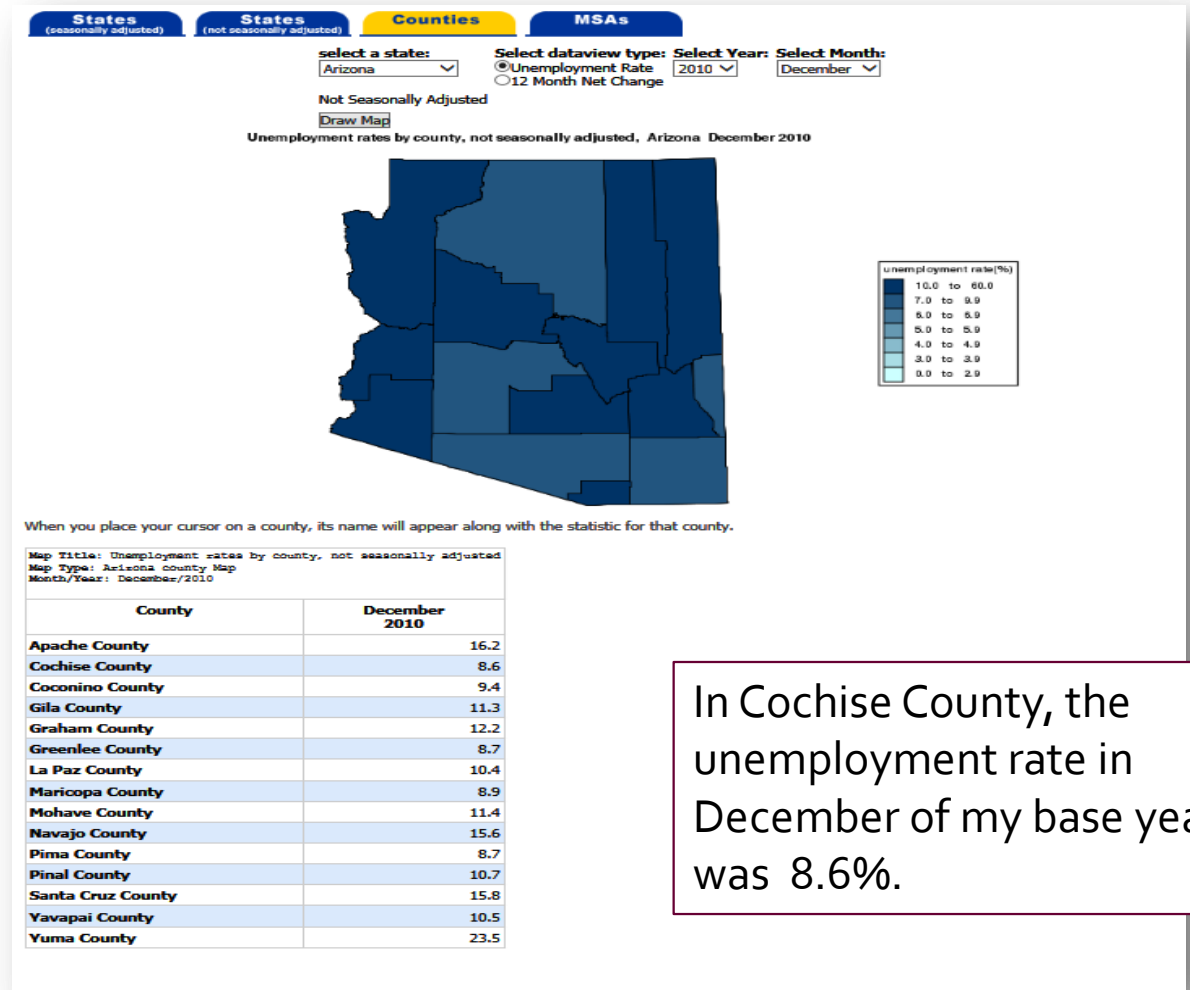
In Cochise County, the unemployment rate in December of my base year was 8.6%.

Using Unemployment Data

Here is the how to calculate the percent change for the socioeconomic data using unemployment data on the Extension Calculation handout (page 3).

Calculation for Socioeconomic Data Using Unemployment Data		
Step	Formula	Sponsor's answer
Step 1: Calculate the difference in unemployment from the base year and the last non-base year.	$Unemployement\ rate\ from\ the\ non\ base\ year$ $-\ unemployement\ from\ base\ year$	7.8%– 8.6%= 0.8%
Step 2: Calculate the percent change in unemployment from the base year to the last non-base year.	$\dfrac{(Non\ base\ year\ \% - base\ year\ \%)}{Base\ year\ \%} \times 100$	$\dfrac{-0.8\%}{8.6\%}$ x 100 =9%
*Has the income level **improved** by 5% or more? (Yes or No) (Improved= Less unemployment)		Yes, it has improved by 9%

This data supports that the unemployment has improved and the base year data is not reflective of the current population.

Comprehension Check Questions

Calculation for Socioeconomic Data Using Unemployment Data		
Step	**Formula**	**Sponsor's answer**
Step 1: Calculate the difference in unemployment from the base year and the last non-base year.	$Unemployement\ rate\ from\ the\ non\ base\ year$ $-\ unemployement\ from\ base\ year$	5.2%-10.2% = -5.0
Step 2: Calculate the percent change in unemployment from the base year to the last non-base year.	$\frac{(Non\ base\ year\ \%\ -\ base\ year\ \%)}{Base\ year\ \%}\ X\ 100$	$\frac{(-5.0)}{10.2\%}$ x 100 = -49%
*Has the income level **improved** by 5% or more? (Yes or No) (Improved= Less unemployment)		

*Example: If the unemployment rate in the base year is 78% and in the last non-base year is 70%, the percent change would be improved by 10.25%, which would the answer to the question above 'yes'. In this example, the site would not be eligible for an extension based on Unemployment Data.

Mountain Springs Unified is applying for an extension using socioeconomic data. In their base year, 10.2% of the county was unemployed. Later in the non-base year, the income level improved! Now only 5.2% of the county was unemployed. Has the income level improved by 5% or more?

A. Yes, it was 10.2% and now it is 5.2%, a difference of 5%.

B. Yes, it has improved by 49%.

C. No, it has not improved.

Comprehension Check Questions

Calculation for Socioeconomic Data Using Unemployment Data		
Step	Formula	Sponsor's answer
Step 1: Calculate the difference in unemployment from the base year and the last non-base year.	$Unemployement\ rate\ from\ the\ non\ base\ year - unemployement\ from\ base\ year$	5.2%-10.2% = -5.0
Step 2: Calculate the percent change in unemployment from the base year to the last non-base year.	$\dfrac{(Non\ base\ year\ \% - base\ year\ \%)}{Base\ year\ \%} \times 100$	$\dfrac{(-5.0)}{10.2\%} \times 100 = -49\%$
	*Has the income level **improved** by 5% or more? (Yes or No) (Improved= Less unemployment)	Yes, it has improved by 49%

*Example: If the unemployment rate in the base year is 78% and in the last non-base year is 70%, the percent change would be improved by 10.25%, which would the answer to the question above 'yes'. In this example, the site would not be eligible for an extension based on Unemployment Data.

Mountain Springs Unified is applying for an extension using socioeconomic data. In their base year, 10.2% of the county was unemployed. Later in the non-base year, the income level improved! Now only 5.2% of the county was unemployed. Has the income level improved by 5% or more?

A.   Yes, it was 10.2% and now it is 5.2%, a difference of 5%.

B.   **Yes, it has improved by 49%.**

C.   No, it has not improved.

Comprehension Check Questions

Calculation for Socioeconomic Data Using Unemployment Data		
Step	Formula	Sponsor's answer
Step 1: Calculate the difference in unemployment from the base year and the last non-base year.	$Unemployement\ rate\ from\ the\ non\ base\ year$ $-\ unemployement\ from\ base\ year$	5.2%-10.2% = -5.0
Step 2: Calculate the percent change in unemployment from the base year to the last non-base year.	$\dfrac{(Non\ base\ year\ \% - base\ year\ \%)}{Base\ year\ \%}\ X\ 100$	$\dfrac{(-5.0)}{10.2\%}$ x 100 = -49%
	*Has the income level **improved** by 5% or more? (Yes or No) (Improved= Less unemployment)	Yes, it has improved by 49%
*Example: If the unemployment rate in the base year is 78% and in the last non-base year is 70%, the percent change would be improved by 10.25%, which would the answer to the question above 'yes'. In this example, the site would not be eligible for an extension based on Unemployment Data.		

Based on this example, would the Mountain Springs be approved for an extension based on the socioeconomic data?

A. Yes, the SFA is still in a county where there is unemployment.

B. No, the income levels have improved by 49%, which more than 5%.

C. Yes, the SFA submitted an application for extension.

Calculation for Socioeconomic Data Using Unemployment Data		
Step	Formula	Sponsor's answer
Step 1: Calculate the difference in unemployment from the base year and the last non-base year.	$Unemployement\ rate\ from\ the\ non\ base\ year - unemployement\ from\ base\ year$	5.2%-10.2% = -5.0
Step 2: Calculate the percent change in unemployment from the base year to the last non-base year.	$\dfrac{(Non\ base\ year\ \% - base\ year\ \%)}{Base\ year\ \%} \ X\ 100$	$\dfrac{(-5.0)}{10.2\%}$ X 100 = -49%
	*Has the income level **improved** by 5% or more? (Yes or No) (Improved= Less unemployment)	Yes, it has improved by 49%

*Example: If the unemployment rate in the base year is 78% and in the last non-base year is 70%, the percent change would be improved by 10.25%, which would the answer to the question above 'yes'. In this example, the site would not be eligible for an extension based on Unemployment Data.

Comprehension Check Questions

Based on this example, would the Mountain Springs be approved for an extension based on the socioeconomic data?

A. Yes, the SFA is still in a county where there is unemployment.

B. **No, the income levels have improved by 49%, which more than 5%.**

C. Yes, the SFA submitted an application for extension.

Since the change is greater than 5%, the data from the base year would not reflect current household status. Therefore, an extension would not be granted.

Using Direct Certification Data

Extension Application Page 3

Arizona Department of Education
Extension Calculation Worksheet
DUE: March 1st of the last non-base year

| Sponsor Name: | | CTD# | |
| Contact/Title: | | Phone #: | |

Please indicate the approved socioeconomic data that you are submitting to the Arizona Department of Education. Data submitted must be from the base year and the last non-base year. All data must be submitted by March 1st of the last non-base year. Please ensure that the selection below matches what was indicated on your extension application from last year.

Socioeconomic Data Source (select one)	BASE YEAR	LAST NON-BASE YEAR
Unemployment Data ☐ or Direct Certification percentages ☐		

Calculation for Socioeconomic Data Using Unemployment Data		
Step	Formula	Sponsor's answer
Step 1: Calculate the difference in unemployment from the base year and the last non-base year.	$Unemployment\ rate\ from\ the\ non\ base\ year - unemployment\ from\ base\ year$	
Step 2: Calculate the percent change in unemployment from the base year to the last non-base year.	$\frac{(Non\ base\ year\ \% - base\ year\ \%)}{Base\ year\ \%} \times 100$	
*Has the income level **improved** by 5% or more? (Yes or No)		
(Improved= Less unemployment)		

*Example: If the unemployment rate in the base year is 78% and in the last non-base year is 70%, the percent change would be improved by 10.25%, which would the answer to the question above 'yes'. In this example, the site would not be eligible for an extension based on Unemployment Data.

Calculation for Socioeconomic Data Using Direct Certification Percentages		
Step	Formula	Sponsor's answer
Step 1: Calculate percentage of students with access to free meals through Direct Certification from the **base year.**	$\frac{Number\ of\ students\ directly\ certified}{Total\ Enrollment}$	
Step 2: Calculate percentage of students with access to free meals through Direct Certification from the **last non-base year.**	$\frac{Number\ of\ students\ directly\ certified}{Total\ Enrollment}$	
Step 3: Calculate the percent change.	$\frac{(Non\ base\ year\ \% - base\ year\ \%)}{Base\ year\ \%} \times 100$	
*Has the income level **improved** by 5% or more? (Yes or No)		
(Improved= less children matching in Direct Certification)		

*Example: If the percentage of students directly certified in the base year is 71.4% and in the last non-base year is 68%, the percent change would have improved by 4.76%, which would make the answer to the question above 'no'. In this example, the site would be eligible for an extension based on the Direct Certification percentages.

Using Direct Certification Percentages

- Use your Direct Certification percentages from your base year (Filed with base year records)
- Conduct Direct Certification for the final non base year. (For help conducting Direct Certification, refer to Step by Step: How to Conduct Direct Certification)
- Calculate the percent change by plugging in your values on the Extension Calculation Worksheet

*If you do not have the **original match list printed/downloaded from the CNP Direct Certification website** from your base year, you **are out of compliance** with the provision and must either return to normal NSLP operation, or apply for a new base year. *ADE cannot accept match results/data provided by your electronic point of service database (i.e. NutriKids).*

Using Direct Certification Percentages

Calculate the percent change for the socioeconomic data using Direct Certification Data on the Extension Calculation handout (page 3).

Example: During the base year, the total enrollment was 420 students; and 305 students were directly certified. During the non base year, the total enrollment is 465; and 300 students were directly certified.

Calculation for Socioeconomic Data Using Direct Certification Percentages		
Step	Formula	Sponsor's answer
Step 1: Calculate percentage of students with access to free meals through Direct Certification from the <u>base year.</u>	$\dfrac{Number\ of\ students\ directly\ certified}{Total\ Enrollment}$	$\dfrac{305}{420} = 73\%$
Step 2: Calculate percentage of students with access to free meals through Direct Certification from the <u>last non-base year.</u>	$\dfrac{Number\ of\ students\ directly\ certified}{Total\ Enrollment}$	$\dfrac{300}{465} = 65\%$
Step 3: Calculate the percent change.	$\dfrac{(Non\ base\ year\ \% - base\ year\ \%)}{Base\ year\ \%}\ X\ 100$	$\dfrac{65-73}{73} = 11\%$
	*Has the income level improved by 5% or more? (Yes or No) (Improved= less children matching in Direct Certification)	Yes, it has improved by 11%.

This data supports that the unemployment has improved and the base year data is no longer reflective of the current population.

Submitting the Extension Application

Submitting the Application

Let's Review:

- An extension is an approval per Arizona Department of Education (ADE) to operate an additional four non-base years using your original base year data after your Special Assistance cycle has ended.

- SFAs can access the three page Extension Application on the [ADE Special Assistance Webpage](#).

- The application is a two-part process.

Submitting the Application

The Application:

- SFAs will review the application and follow the instructions on **page 1** of the Extension Application.

- SFAs will apply for an extension by submitting **page 2** of the Extension Application to ADE by May 1st of their second to last non base year.

- Once determined that the data has <u>remained stable, declined or had only negligible improvement in the last non-base year</u>, SFAs must submit **page 3 and their supporting data** (EITHER unemployment data or Direct Certification data) to ADE by March 1st of their last non base year.

Submitting the Application

ADE Contact Information

Fax/email all parts of the Application by the due dates stated in this guide to the ADE Special Assistance Coordinator.

Fax: 602-542-1531

Email: ADESchoolNutrition@azed.gov

Questions?

For additional questions you may contact School Nutrition Programs at (602) 542-8700 or contact your assigned specialist directly.